

**UNITED STATES DISTRICT COURT**  
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DISTRICT OF VERMONT  
FEDERAL BUILDING  
BURLINGTON, VERMONT 05402-0945

**RICHARD PAUL WASKO**  
CLERK

☐ P.O. BOX 945  
BURLINGTON 05402-0945  
(802) 951-6301  
☐ P.O. BOX 998  
BRATTLEBORO 05302-0998  
(802) 254-0250  
☐ P.O. BOX 607  
RUTLAND 05702-0607  
(802) 773-0245

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**NOTICE TO LITIGANTS REGARDING JUDICIAL CONFERENCE  
POLICY ON PRIVACY AND PUBLIC ACCESS TO ELECTRONIC  
CASE FILES**

The Office of the Clerk for the District of Vermont is currently imaging all filings and pleadings which then become available to the public via the court's Internet website. All documents not ordered sealed or otherwise restricted from public access by court order become available to the public for inspection through the Court's WebPACER/RACER electronic access system.

The E-Government Act of 2002 requires that the federal courts devise procedures to protect a litigant's privacy and security concerns regarding documents which are filed with the court.

Counsel for parties and litigants are hereby advised that various types of sensitive information should generally *not* be included in documents submitted for filing with the court unless it is absolutely critical that such information is required for the effective administration of justice. If sensitive information must be included, the following personal data identifiers must be redacted from the pleading, whether such pleading is filed traditionally or electronically:

- 1) Social Security numbers;
- 2) Names of minor children;
- 3) Dates of birth; and
- 4) Financial account numbers.

Additionally, counsel are reminded to exercise caution when filing documents which contain or include other types of sensitive information such as a *driver's license number, medical treatment records, employment histories, individual financial information and proprietary or trade secret information.*

Lastly, in compliance with the E-Government Act of 2002, a party has the right to file a document containing the personal data identifiers specified above but such document must be submitted under seal. Sealed documents will be retained by the Court as part of the official court record and the information contained therein *will not be made available to the general public.* The Court will, however, still require the parties to file a redacted copy of the document for the public file.

**RICHARD PAUL WASKO**  
Clerk of Court